



Standup Meeting Summary - March 20



Date [↗](#)

Wed, 20 March 2024



Participants [↗](#)

- Our team (Team Wombat)



Goals [↗](#)

- To review the task progress against the checklist, expedite the completion of unfinished tasks, integrate new feedback from the client into the prototype modifications, and finalize these changes by the next day.

Discussion topics

Item	Presenter	Notes		
Task Progress Review	<ul style="list-style-type: none">All members	<ul style="list-style-type: none">Details: The team began by systematically going through the checklist to evaluate the progress of each task. This review helped in identifying tasks that were on track, those that were completed, and areas where progress was lagging.		
Focus on Unfinished Tasks	<ul style="list-style-type: none">All members	<ul style="list-style-type: none">Details: For tasks identified as incomplete, the team discussed strategies to accelerate their completion. Specific actions were assigned to ensure that these tasks would be finished promptly, allowing the project to move forward without delays.		
Integration of New Client Feedback	<ul style="list-style-type: none">All members	Details: The team discussed the new feedback received from the client, focusing on how it impacted the prototypes. Key changes were identified, and modifications to the prototypes were outlined to incorporate this feedback accurately.		
Plan for Prototype Modifications	<ul style="list-style-type: none">All members	Outcome: The team agreed on a detailed plan for implementing the necessary modifications to the prototypes. This plan included assigning specific tasks to team members, setting clear deadlines, and establishing a review process to ensure the changes met both the team's and client's standards.		

Planned Actions and Next Steps

- Expedite Unfinished Tasks:** Team members assigned to incomplete tasks are to prioritize their completion, with a focus on efficiency and quality.
- Implement Prototype Modifications:** Designated team members will apply the discussed changes to the prototypes, ensuring that all modifications are in line with the latest client feedback.
- Finalize Changes by Next Day:** The team committed to finalizing all prototype modifications by the following day. A quick review session will be held to ensure all changes are correctly implemented and meet the project's requirements.

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Additional Considerations

- Timely Completion:** The importance of meeting deadlines was emphasized, especially concerning the integration of client feedback into the prototypes. Timely completion of these tasks is critical for maintaining project momentum and adhering to the project timeline.
- Team Collaboration:** The team's collaborative effort in addressing the feedback and working on prototype modifications highlights the collective commitment to delivering a high-quality project that meets the client's needs.

